

Manchester School District, SAU #37

Human Resources Department

195 MCGREGOR STREET, SUITE 201, MANCHESTER, NH 03102
PHONE: 603/624-6300 FAX: 603/628-6229
WWW.MANSD.ORG

ANTICIPATED - POSITION OPENING

(Not affiliated with any Union or Association)

POSITION: Human Resources Coordinator

POSTED DATE: November 4, 2011 – November 18, 2011

QUALIFICATIONS:

- Bachelor's Degree preferred in Personnel Administration, Labor Relations, Business Administration or related field.
- Minimum of three (3) years experience in business and/or human resources; experience in the field of education and labor relations preferred.
- *OR equivalent experience and training
- Demonstrated capabilities in planning, organization, human relations, communications, and knowledge of labor laws.

MAJOR RESPONSIBILITIES:

Under direction of the Human Resources Director, this person is responsible for coordinating all functions of the Human Resources department including employee relations, labor relations, recruitment, staffing and leaves of absence. Responsible for personnel database and file maintenance including certification, licensing, HQT documentation, evaluations, and salary changes for all certified and non-certified staff. Also works with unions and administrators to ensure proper execution of collective bargaining agreements and District policies.

SALARY RANGE: Competitive salary with full benefits

CONTRACT YEAR: 230 days, 40 hours/week

APPLICATION PROCEDURE:

Send a completed application (print from our website, www.mansd.org), letter of interest, resume, transcripts, and three recent letters of recommendation to:

Job Code: HRC11
Human Resources Office
Manchester School District
195 McGregor Street, Suite 201
Manchester, NH 03102
Fax: 628-6229